From:	Racel Cota
To:	Division Heads-Management Personnel; Department Secretaries; Eden Purchase Users
Cc:	Adriana De La Cruz; Angie Hernandez; Carolyn Cooper; Diana Reed; Fernando Rojo; Jovanii Corona; Mary Harvey; Nancy Meraz; Racel Cota; Rico Pardo; Ricky Hawblitzel
Subject:	Fiscal Year 2022-23 is Open for requisitions
Date:	Monday, July 18, 2022 4:40:31 PM
Attachments:	PO Acctg Report FY 21-22 (TO DEPTS).xlsx Year End Memo 21-22.pdf

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Hello all,

The new fiscal year (2022-23) is officially open and available for posting. You may begin entering requisitions and submitting invoices that are for the current fiscal year end.

All prior fiscal year PO's have been closed. If you have any prior fiscal year invoices > $1,000 (for FYE 21-22), you do not need a PO. Please note "FY 21-22" above the stamp and "No PO" in place of a PO number, obtain the appropriate approving signatures, and forward to AP (accountspayable@cityofsantamaria.org) as explained in the attached Year End Memo.

The attached PO Acctg Report FY 2021-22 (TO DEPTS) is a listing of prior year POs that were closed out. Please refer to this report to determine which POs may need to be created in the current fiscal year to help determine budget carryover amounts.

Lastly, the budget for the fiscal year 2022-23 has also been entered in Eden. The line item details for SBR's and CMEP's are forthcoming.

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If you have any questions, feel free to contact me.

Thank you,
Racel Cota
Racel Cota| Business Program Leader-Accounting Manager **|** City of Santa Maria
206 E Cook Street **|** Santa Maria, CA 93454 **|** Phone: (805) 925-0951 x1571**|**
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